

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Legal Assistant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Requires highest skill and knowledge level for legal secretarial work. Also requires paralegal skills and the performance of administrative and training duties (*e.g.*, maintaining and assisting in the maintenance of the Law Department's Case Management system, Docket Tracking System and Hazardous Materials Cost Recovery system). Requires comprehensive knowledge of legal office practices, City departmental functions and organization, City ordinances and regulations, and legal terminology and procedures generally. Requires the exercise of initiative and independent judgment. Requires the provision of some supervision and guidance to junior members of staff. In addition, requires knowledge and performance of all the duties and functions of the Legal Secretary classifications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Depending upon assignment, under supervision of the City Attorney, Deputies, Assistants or, occasionally, other senior staff, performs all duties and functions of the Legal Secretary classifications (I and II), as required.
2	S	Depending upon assignment, under supervision as described above, assists in maintaining the Case Management System by reviewing and categorizing new cases, data entry, and updating previously entered cases and recommending changes to the system. These duties include training junior staff and occasionally advising the City Attorney regarding case assignments.
3	S	Depending upon assignment, under supervision as described above, oversees program billing and collecting Court ordered restitution from City Code violators, assists in typing training documents for City personnel and citizens on local and state building code and environmental law changes and the Hazardous Materials Cost Recovery System.
4	S	Depending upon assignment, under supervision as described above, trains junior staff in the policies and procedures of the Law Department, the City, the court system, and various administrative entities (<i>e.g.</i> , the Virginia Workers' Compensation Commission); also occasionally reviews their daily and case management work. In the absence of the Law Department's Legal Administrator and/or its Business Manager, performs some of their duties.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	High School graduate or equivalent; specific vocational, administrative, or technical knowledge obtainable through six months to one year of advanced study or training past the high school level (through either city in-house training or an outside educational institution).
Experience	Six years of increasingly responsible and effective legal secretarial and/or paralegal work in the areas encompassed within the duties and functions prescribed for the Legal Secretary classifications (I and II).
Certifications and Other Requirements	None.
Reading	Requires the ability to read and understand various types of complex legal/business documents, such as, but not limited to: statutes, ordinances, resolutions, briefs, memoranda, and contracts.
Math	Requires the ability to perform general and business math calculations in a municipal legal/business context (e.g., computing figures for real estate closings; balancing figures for budget related ordinances; balancing figures on deferred payment loans; calculating interest on loans and judgments). Incumbent must also calculate or assist in calculating various daily, monthly and yearly the Law Department reports (e.g., Case Management and Docket Tracking systems).
Writing	Ability to compose initial drafts of general municipal legal/business office correspondence of all types, such as: training documents, letters, reports, memoranda, opinions, ordinances, resolutions, agreements, and pleadings.
Managerial	Managerial responsibilities include: reviewing and categorizing incoming work; advising the City Attorney on work assignments based on attorney workload; entering new cases into the Case Management System; identifying and ensuring the observance of all deadlines; assisting and monitoring alterations/implementations to the Case Management System; managing the civil docket and the Hazardous Materials Cost Response Program; and overseeing and assisting in the processing of workers' compensation claims and debt collections.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed; occasionally training and instructing others. In the absence of the Legal Administrator and Business Manager, work requires some performance of their duties, including distributing attorney's overflow work amongst staff.
Complexity	Work requires some analysis, judgment and the exercise of some independent thinking, within the limits of broad departmental policies, in accomplishing diversified duties and functions, including supervisory/organizational.
Interpersonal / Human Relations Skills	Contacts and works with many others in positions of lesser and greater responsibility both within the City and outside it, including: members of similar departments within the City; members of similar private organizations; and members of various state and federal agencies.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing.
Sitting	F	Computer, desk work, telephone, meetings
Walking	F	To/from: attorney's offices; office equipment., and other offices within City Hall;
Lifting	F	Files, boxes, office supplies and books.
Carrying	F	Files, boxes, office supplies and books.
Pushing/Pulling	F	File cabinet drawers.
Reaching	F	Files, boxes, office supplies and books
Handling	C	Office supplies and files.
Fine Dexterity	C	Computer keyboard.
Kneeling	O	Filing.
Crouching	O	Filing.
Crawling	O	Retrieving files.
Bending	F	Files, boxes, office supplies and books
Twisting	F	Files, boxes, office supplies and books—also to/from computer and telephone.
Climbing	F	Stairs.
Balancing	F	Files, boxes, office supplies and books
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment.
Hearing	C	Telephone, Dictaphone, supervisors, co-workers, citizens, meetings.
Talking	C	Telephone, Dictaphone, supervisors, co-workers, citizens, meetings.
Foot Controls	F	Dictaphone.
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Microsoft Products: Windows 2000, Outlook 2000, Office 2000; and **PowerPoint 2000**; **Virginia Law on Disc**; **Premise, Folio 4.2 (Norfolk City Code)**; **Peoplesoft, Telnet**; **Advantage 2000 Version 2.1**; LaserJet printer; **Sony Mavica Printer**; **LaserJet Color Printer**; Case Management and Docket Tracking Systems; Mainframe TPX system; Laserfiche; Microfiche in City Clerk's Office; fax machine; Audix Telephone System; copying machine; Internet; and Dictaphone.

CSC Adopted: October 2001 , CSC Revised: _____**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	M
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)